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***Communications and Information***

***PROCEDURES FOR AIR FORCE WITNESSES  
PARTICIPATING IN CONGRESSIONAL  
COMMITTEE HEARINGS***

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(Lt Col Kreitman)  
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This instruction establishes procedures for Air Force witness(es) participating in Congressional committee hearings. These procedures, approved by the Secretary of the Air Force, will assist Secretariat and Air Staff witness(es) in making effective and responsible presentations to Congressional committees. This instruction does not cover procedures for appearances of Air Force witness(es) before Appropriations and Budget committees or at annual authorization of appropriations hearings under United States Code, Title 10, Section 114. This publication implements AFPD 90-4, *Relations With Congress*.

***SUMMARY OF REVISIONS***

United States Code, Title 10, Section 138 (10 USC § 138) has been renumbered 10 USC § 114. The required number of workdays increased for a witness statement to clear through Office for Security Review (SAF/PAS) to ensure sufficient time for a proper review. Committee rule requires witness statements be provided on a 3.5 inch disk in Microsoft Word, ASCII or DOS text format along with the number of hard copies. DD Form 2136 is no longer used for inserts/Questions for the Record (QFR), use bond paper with proper format (provided by SAF/LL). A | indicates revisions for the previous edition.

**1. Terms Used:**

**1.1. Congressional Hearing.** A session of a Congressional (Senate, House, or Joint) committee or subcommittee to receive testimony from witness(es) in connection with a matter the committee or subcommittee has under consideration. The session may be open (to the public) or closed (to the public). Except for unusual cases, at a closed session (also referred to as an executive session) only members of the committee, staff, and witness(es) are present.

**1.2. Principal Witnesses.** The person (or persons) designated by the committee, DoD, or the Air Force as being responsible for presenting testimony on the subject under consideration.

**1.3. Supporting Witnesses.** Person (or persons) who possess detailed information or knowledge on the subject under consideration and are assigned to provide backup data for the witness(es). A supporting witness may or may not be called to testify, but should be prepared to do so.

**1.4. Staff Team.** Personnel designated to take part in hearing preparation.

**1.5. Staff Team Chief.** The responsible head of the group of members designated to prepare for a hearing.

**2. Responsibilities of the Director of Legislative Liaison.** Under the Secretary of the Air Force Order 112.1, October 29, 1997, the Director of Legislative Liaison (SAF/LL) has the authority and responsibility for processing and preparing the reply to an inquiry from a Congressional committee (except for the Appropriations and Budget committees), and arranging the presentation of Air Force-related testimony at any hearing held by a committee under its investigative or legislative authorities. This authority of SAF/LL is subject to the direction and control of the Secretary of the Air Force. SAF/LL monitors all Air Force-related hearings by Congressional committees. When the hearing is conducted by an Appropriations or Budget committee, the Director of Budget performs the function of preparing testimony and monitoring the hearing. (Budget Enactment Instructions (BEIs) establish the guidance and procedures for hearings under cognizance of the Director of Budget.)

**3. Preparing for the Hearing.** The Air Force prepares for a hearing as follows:

3.1. SAF/LL sends the Secretary and all appropriate DoD offices a hearing announcement which:

3.1.1. Indicates the Office of Primary Responsibility (OPR) requested to develop and present the Air Force testimony. It lists the subject, SAF/LL liaison officer, hearing subject, committee, date/time/place, and witness(es).

3.1.2. Provides the name of the SAF/LL liaison officer assigned to the hearing.

3.1.3. Requests the OPR designate a staff team chief.

3.1.4. The OPR works with SAF/LL liaison officer and staff team chief on all matters pertaining to the hearing.

3.2. SAF/LL is responsible for all coordination between the Air Force and Congress related to hearings covered under this instruction.

3.3. Immediately upon selection, the staff team chief should contact the SAF/LL liaison officer for a detailed report on the nature and scope of the hearing.

3.4. The staff team chief immediately notifies the SAF/LL liaison officer of any desired changes to seek committee concurrence.

3.5. The staff team chief determines the make up of his staff team members. The SAF/LL liaison officer assists the staff team chief as required.

3.6. To ensure the most complete, accurate, and responsible testimony is available, the staff team chief, assisted by SAF/LL and team members, arrange meetings with the witness(es) to determine the scope and content of testimony. These meetings are an essential part of successful preparation, because plans for a complete and effective presentation are formulated during these discussions. After the meeting, the staff team chief prepares a proposed statement for the principal witness and, if required, statements for supporting witness(es).

**4. Coordination of Prepared Statements or Briefings.** Formal witness statements or briefings must be coordinated and reviewed for security and policy before being presented to the committee.

4.1. The staff team chief obtains coordination.

4.2. Subsequent to completion of the coordination cycle, the SAF/LL representative sends the statements or briefings to the Office for Security Review (SAF/PAS), and Office of Management and Budget (OMB) for clearance, at least seven (7) working days before the hearing date.

4.3. After the SAF/LL representative obtains final policy and security clearance, the team chief is responsible for preparing the required number of copies along with a 3.5 inch diskette in Microsoft Word (classified statements or briefings must be marked with the appropriate classification).

4.4. SAF/LL sends the proper number of prepared statements or briefings to the Congressional committee, usually no later than 72 hours before the hearing.

**5. Hearing Procedures.** In addition to the requirements of this instruction and other applicable directives, the rules governing the appearance of witness(es) before a Congressional committee are established by the committee. The SAF/LL liaison officer advises the witness(es) of these rules. SAF/LL is responsible for ensuring transportation, hearing room security checks (as necessary), visual aids support, and whatever special requirements the committee or witness(es) may identify are accomplished. **Attachment 1** provides instructions for reviewing and editing a transcript of testimony at a Congressional hearing.

**6. Posthearing Procedures:**

6.1. After the hearing, SAF/LL produces a hearing resume. The resume summarizes the testimony and highlights significant items.

6.2. If during the hearing, any commitment is made to furnish further information, or if the committee later requires additional information, SAF/LL informs the staff team chief, so this requirement can be met.

6.3. SAF/LL sends a copy of the transcript to the staff team chief for review by the witness(es), editing, and for preparing additional material (inserts or Questions for the Record (QFR)) required to complete the hearing. Each witness ensures a complete review of the transcript. The witness annotates the transcript to correct spelling, punctuation, and grammatical errors. These editorial changes are incorporated at the discretion of a committee. To make substantive changes correcting errors of fact and policy, the witness must provide detailed justification. The edited copy will then be provided to the staff team for incorporation of these edits into a master transcript.

6.4. SAF/LL suspenses each reviewing or coordinating office. (Suspenses for review of the transcript to be returned to the committee must be met).

6.5. When a committee requests a transcript be "sanitized" (classified security information deleted) to permit publication, SAF/LL advises the staff team chief. According to the instructions in DoD Directive 5400.4, Provisions of Information to Congress, January 30, 1978, recommended deletions (because of security issues) are made in pencil on the transcript, keeping the extent of deletions to the minimum, consistent with security.

6.6. The sanitized transcript, including inserts/QFR, is returned to the SAF/LL representative who in turn sends it to SAF/PA for security and policy approval.

**7. Modifying These Procedures.** When a lack of advance notice makes it necessary to modify these procedures, SAF/LL consults with the appropriate OSD, Secretariat offices, and Air Staff agencies to make sure appropriate action is taken promptly to meet the desire of the committee.

WILLIAM A. DAVIDSON  
Administrative Assistant

**Attachment 1****INSTRUCTIONS FOR REVIEWING AND EDITING A TRANSCRIPT OF TESTIMONY AT A CONGRESSIONAL HEARING**

**NOTE:** The team chief should follow these instructions in editing (or sanitizing) the transcript of a Congressional hearing (other than a hearing by an Appropriations or Budget Committee) for eventual public dissemination. There are two types of transcripts: unclassified and classified. Unclassified transcripts are from an open session. All transcripts of an “executive” session or closed hearing are handled as classified until final review by SAF/PAS.

**Editing Procedures:**

A1.1. Use only a black lead pencil (No. 2 or 3 lead, preferably).

A1.2. To make a substitution of language, draw a single line through the text to be deleted, and write the substituted language above the deleted text; if the substitution is too long to fit there, it may be typed on an errata sheet. Written justification is required. (Edit Air Force testimony only).

A1.3. Reviewer should not make changes to the testimony of Members of Congress. When an error is noted or a minor correction is appropriate, lightly line through the error and legibly print the correction. Include office symbol, name, grade, and phone number of the individual making other than clerical corrections.

A1.4. Make only the minimum changes necessary to clarify the intent of the witness; to ensure continuity; and to correct grammar, spelling, or punctuation. In addition:

A1.4.1. Verify the name and title of each witness;

A1.4.2. Verify the accuracy of any statistical data;

A1.4.3. Note the location of any insert/QFR the witness may have promised or the committee may have requested, and arrange to have the insert/QFR prepared for submission (see procedure below); and

A1.4.4. Have the witness, or designated representative, review and approve the edited testimony.

**Sanitizing Procedures:**

A1.5. Mark all the classified facts and figures, by enclosing them in brackets [ ] in black lead pencil. Mark each classified word, phrase sentence or figure, regardless of what the deletion does to the continuity or structure of the testimony. (Although an entire page may be marked for deletion, the rule is to delete as little of the text as is consistent with security requirements.) Place all appropriate classification and downgrade data in the margin beside the classified information.

A1.6. Enter the reviewer's name and office symbol in the margin of every page on which classified information has been deleted.

**Insert/Questions for the Record (QFR):**

A1.7. Prepare each insert/QFR separately on bond paper following the instructions (SAF/LL will provide format). Additional detailed guidance on the preparation of inserts/QFR for authorization and appropriation purposes is in the Budget Enactment Instructions published by the Director of Budget.

A1.8. If the insert/QFR is classified, stamp the page with the appropriate classification marking including all appropriate classification and downgrade data. (If the transcript is to be sanitized, the insert/QFR will also be sanitized, using the method explained above).

A1.9. Have the witness, or designated representative, review and approve the insert/QFRs after it has been sanitized.